



TEN DAYS
ON THE ISLAND

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POSITION DESCRIPTION

Title:	Logistics Coordinator
Office Location:	Mezzanine, Makers' Workshop. 2-4 Bass Highway, Burnie Tasmania 7320
Immediate Supervisor:	Logistics Manager
Final Report:	Head of Production
Direct Reports:	Temporary and casual staff as required including production coordinators, event coordinators, logistics staff and drivers
Period of Contract:	Fixed term, full time. January – April 2019

About Ten Days on the Island

Founded in 2000, Ten Days on the Island's purpose is to develop and deliver a state-wide cultural festival of national significance that:

- provides opportunities for Tasmanian artists and companies to present their works to a wider audience,
- provides opportunities for the Tasmanian community to be exposed to national and international artists and companies of the highest quality, and
- assists in providing the state of Tasmania with a legacy of expert professional arts infrastructure.

PURPOSE OF POSITION

- Assist the Logistics Manager with the planning and delivery of all logistics and resource requirements for the Ten Days on the Island Festival including freight, accommodation, travel, venues, ground transport, communications (radios and mobile phones), accreditation, visas, resources and signage distribution
- Assist the Logistics Manager with the transport needs of the Festival, including rental agreements, ground transport, airport and internal transfers, fuel management and driver scheduling and liaison within budget and timeframes
- Work with the Logistics and Program Manager to book all international and interstate travel for programmed artists and crew
- Assist the Logistics Manager with the coordination and scheduling of freight (liaising with local and international freight and carnet brokers) and associated customs and quarantine requirements
- Book and coordinate accommodation requirements for the Festival
- Coordinate all communication requirements for Program and Production staff including, 2-way radios, mobile phone and Wi-Fi dongles
- Work with the Logistics Manager to oversee some aspects of the Festival venue requirements including, but not limited to, booking, contracts, payment, permits and licenses within budget and timeframes



Mezzanine, Makers' Workshop
2-4 Bass Highway, Burnie Tasmania, 7320

South Hobart Living Arts Centre
14 Weld Street, South Hobart Tasmania, 7004

- Coordinate the sourcing and delivery of resources including but not limited to staff and volunteer t-shirts, water, artists' packs and artist rider and catering requirements
- In consultation with the Programming and Production team, coordinate all accreditation requirements for the Festival, ensuring timely production and distribution of accreditation materials
- Assist in the coordination of distribution of event signage and other marketing material as may be required

FINANCIAL & STAFF MANAGEMENT

- Work with the Logistics Manager to track logistics expenditure, purchase orders, event coding and reporting as required and in line with the organisation's procedures
- Produce individual itineraries for visiting technical staff and creative teams as requested.

COMMUNICATION

- Liaise and work collaboratively, ensuring open and clear communication channels are maintained for sharing information across departments
- Develop and maintain effective relationships with artists, agents, arts organisations, arts festivals, venues, stakeholders, suppliers, and other relevant external agencies for the implementation of the logistics of the Festival program of events
- Participate in regular Ten Days staff and departmental meetings
- Provide the Logistics Manager with a weekly report of developments and activities either in writing or in a meeting.

GENERAL

- Attend Ten Days events and functions as required.
- Attend a general festival debrief post-festival and write a job specific post-festival report.
- Any other duties as reasonably requested by the Logistics Manager and/or Head of Production

ROLE – SELECTION CRITERIA

Essential

- Minimum of 2 years professional experience in the arts industry in Production/Logistics
- Well-developed administrative skills including a high level attention to detail, accuracy and efficiency
- Excellent interpersonal skills including with written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders
- Demonstrated ability to plan, organise and prioritise work within tight timeframes

- Working knowledge of and competence in using computers, with specific skills in Microsoft Office, computer aided drawing and database management software
- Current Driver's Licence

Desirable

- Previous experience within an arts festival environment
- Experience with Datafest Software and MYOB

Occupational Health and Safety and Employment Equity:

The Ten Days on the Island team is committed to high standards of performance in relation to Workplace Health and Safety and the provision of Equal Employment Opportunity. All employees are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Work Conditions

This position is based in Burnie, Tasmania.

Normal office hours of work will be 9am to 5pm. There will be work outside of business hours and outside of Burnie for which no additional payment is made although there is a Time in Lieu policy in place. Hours of work will include weekend and on-call response during the lead up to and throughout the 2019 Festival and other Ten Days events.

Time in Lieu

Ten Days has a Time in Lieu (TIL) policy for full time PAYG staff members employed for six months' or longer. TIL policy details will be found in your contract of employment along with the process of accruing and using TIL. The full TIL policy will be made available to you as requested.

Annual and Sick leave

Subject to the terms and conditions of the employment contract, the Employee will be entitled to holiday leave accrued proportionally at the rate of four weeks annual leave for every 52 weeks worked. No leave loading will be paid.